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A career in print Management

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Dear Student,

I would like to take this opportunity to share with you the literature presented in this pamphlet. The IRS is looking for talented people who are studying, experienced in, or have a background in the printing and publishing fields. Due to the ever-changing legislation affecting our nation's taxation programs, we are continually faced with the need to hire qualified individuals with a good understanding of printing and its related fields.

I encourage you to seriously consider what the Internal Revenue Service has to offer in return for your skills and knowledge in printing management. If you have any questions not covered in the pamphlet, please contact me or any member of my staff.

Thank you for your consideration.

Hugh W. Kent Jr.
Chief, Publishing Services Branch

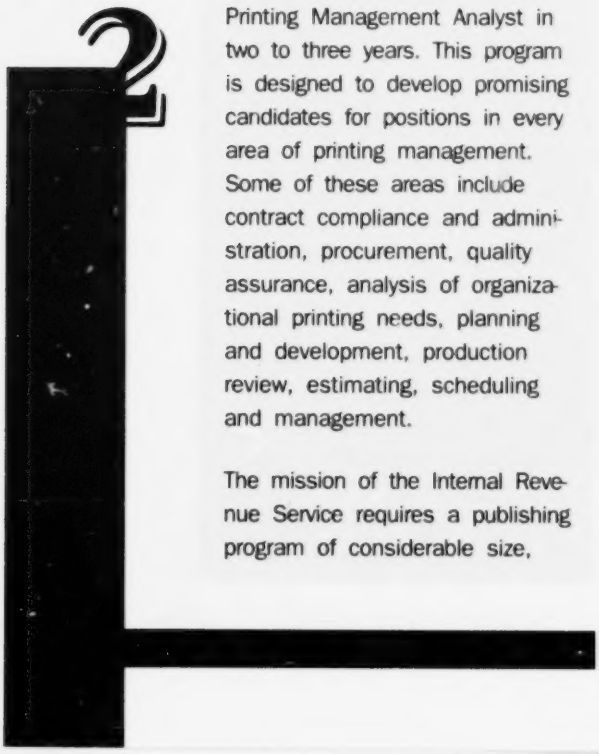
The Internal Revenue Service needs talented, energetic people who seek personal growth and satisfaction in their careers–people who welcome interesting, rewarding, and stimulating assignments focusing on Printing Management, Design, and Distribution. The mission of the IRS, the largest bureau of the US Treasury Department, is to encourage and achieve the highest degree of voluntary compliance with tax laws and regulations. This is accomplished through effective communication programs which build public confidence in the efficiency and integrity of the Service. The development, composition, printing and dissemination of a wide variety of tax forms, publications and other related materials are a vital part of this mission.

We are an equal opportunity employer with specific needs for individuals with printing-related backgrounds. With the printed products produced by the IRS, the Federal Government is able to collect revenues which fund vital programs such as national defense, health care, natural resource conservation, space ex-

ploration and many other Federal activities to meet the needs of today's complex society. These needs are met through a workforce of about 8,000 employees in the Washington, DC, area, and approximately 120,000 nationwide.

Printing Management

The IRS offers a career program for printing management graduates who set their sights high. This program includes a career development path, in which a graduate will progress from a Printing Specialist to a Senior Printing Management Analyst in two to three years. This program is designed to develop promising candidates for positions in every area of printing management. Some of these areas include contract compliance and administration, procurement, quality assurance, analysis of organizational printing needs, planning and development, production review, estimating, scheduling and management.

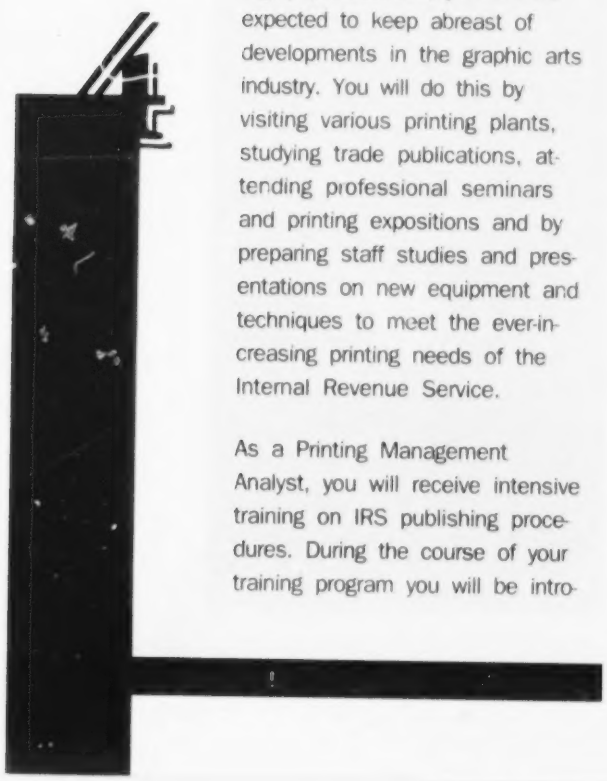


The mission of the Internal Revenue Service requires a publishing program of considerable size,

scope and variety. Printed products range from simple form letters to full-color posters and complex, marginally-punched, continuous assemblies. Printing Specialists are called on to analyze printing projects, coordinate resources, develop products, estimate cost, and measure overall productivity and effectiveness of all printed materials. To carry out this program the Printing Specialist is involved in everything from computerized composition systems to sophisticated production scheduling. Daily contact with the Government Printing Office and numerous well-known commercial printing firms throughout the nation is also an integral part of the job.

If you choose to become a part of the IRS publishing team, the work that you will perform as a Printing Management Analyst will involve a great deal of variety. To begin with, you will be applying your college printing management education as a vital communications link between the customer and printer. These duties include using your knowledge of printing technology, processes and management to

estimate production costs, suggest design alternatives and implement efficient production procedures. You will develop many professional relationships with commercial printing representatives and managers by phone contact, production planning meetings and quality assurance inspections. You will also gain valuable experience in commercial procurement, requirements analysis, forms and publications design, and transportation management.



Since IRS printing operations are highly professional, you will be expected to keep abreast of developments in the graphic arts industry. You will do this by visiting various printing plants, studying trade publications, attending professional seminars and printing expositions and by preparing staff studies and presentations on new equipment and techniques to meet the ever-increasing printing needs of the Internal Revenue Service.

As a Printing Management Analyst, you will receive intensive training on IRS publishing procedures. During the course of your training program you will be intro-

duced to the roles of the Internal Revenue Service, Government Printing Office and the Joint Committee on Printing in the overall operation of the United States Government. You will also be introduced to the interrelationships of the various internal IRS organizations. More specifically, you will learn through classroom-type instruction, shadowing senior analysts and on-the-job training, each within the realm of the Publishing Services Branch. Special projects will be assigned which will test and expand your ability, knowledge and imagination. As you are called upon for various assignments, you will be given wide latitude to exercise your own judgment in decision making, thus providing a greater sense of responsibility and accomplishment in your job.

As one of the largest publishing organization in the Federal Government, the IRS Publishing Services Branch manages a sizeable annual printing and distribution budget in excess of $250 million a year. Within the Publishing Services Branch there are many opportunities to advance and excel. Many spe-

cialized jobs are available in seven different sections which comprise the Branch: Graphic Design, Forms Composition, Distribution, Traffic, Procurement, Electronic Publishing and Operations.

Benefits

- Competitive Salaries
- 2 1/2 Weeks Vacation
- 4 Weeks Vacation After 3 Years Service
- 13 Days Sick Leave Annually
- 10 Paid Holidays
- Cash Awards
- Flex-Time Work Schedules
- Federal Retirement System
- Life and Health Insurance
- Tax-Deferred Thrift Savings Plan
- In-House Fitness Center
- In-House Credit Union
- In-House Child Care Center
- Employee Assistance Programs
- Tuition Assistance
- Career Advancement
- Travel

Co-op and Intern Programs

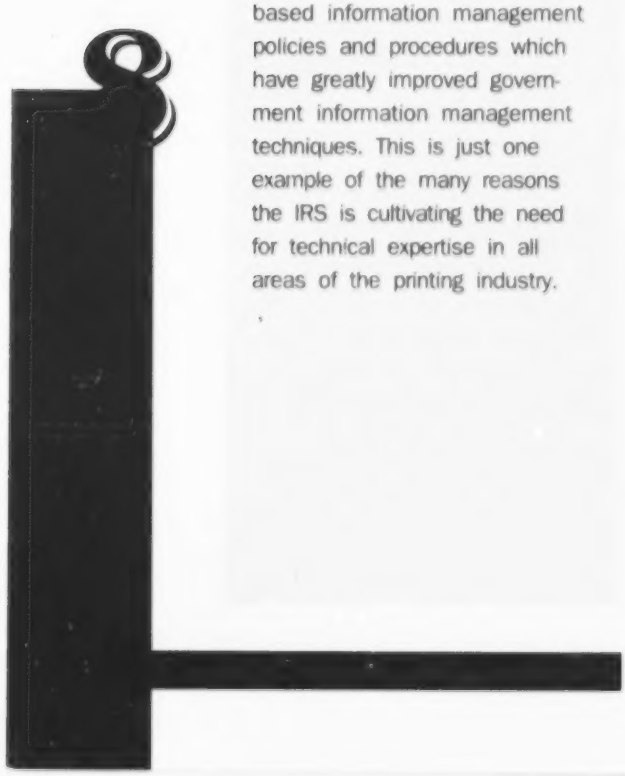
The Cooperative Education and Summer Intern Programs allow students to alternate periods of education or summer vacation for Federal employment under terms of an agreement between the student's college or university and the IRS. These programs have the potential to provide for a student's permanent employment with the IRS.

Each summer, IRS hires a limited number of students with printing-related majors. As a summer intern at IRS, each student performs professional, technical and administrative work at a training level. Supervision and guidance is given by IRS employees experienced in printing management and publishing procedures. All assignments are directly related to the printing/publishing operations of the Service.

If you are interested in applying for an internship, or co-op position please send a completed Standard Form 171 to the address listed at the end of this brochure. The Standard Form 171 is available from the IRS or your local Post Office.

One Final Note

During the course of your study and work experience you have witnessed some of the technological advances which are rapidly redefining the publishing industry. A career at the IRS will provide a rare insight into the dramatic changes taking place. A recent example of this is our Tax Forms Composition System which was selected as a model for other Federal agencies by the Congressional Joint Committee on Printing. The IRS Publishing Services Branch has been active in Electronic Publishing and text based information management policies and procedures which have greatly improved government information management techniques. This is just one example of the many reasons the IRS is cultivating the need for technical expertise in all areas of the printing industry.



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